

**Bylaws of the
New Mexico Psychological Association**
2019 Revision

Article I – Name

The name of this organization shall be the New Mexico Psychological Association (the “Association” or “NMPA”).

Article II – Purpose

The mission of the New Mexico Psychological Association is to advance psychology as a science and profession and to promote human well-being by:

1. encouraging psychology in all its branches;
2. promoting quality research and the highest level of qualified professional practice in psychology;
3. improving the qualifications and usefulness of psychologists by upholding and maintaining the highest standards of professional ethics, conduct, education, and achievement;
4. increasing and diffusing psychological knowledge through meetings, professional and interdisciplinary contacts, reports, papers, discussions, and publications; and
5. extending the contributions of psychologists into community activities.

Article III – Membership

Section 1. The Association shall be composed of five (5) classes of membership:

a. **Full Member:**

1. must hold a doctoral degree based in part on a psychological dissertation, or from a program primarily psychological in content, and conferred by a graduate or professional school of recognized standing or which has been accredited by the Higher Learning Commission of one of six regional Accrediting Associations OR be licensed by the New Mexico State Board of Psychologists Examiners as a Psychologist Associate.
2. be engaged in study or professional work that is primarily psychological in nature.
3. have no outstanding ethics complaints with the New Mexico Board of Psychologist Examiners at the time of application.
4. Shall have voting privileges and may serve in any elected or appointed position.

b. **Life Member:**

1. has attained the age of sixty-five (65).
2. has been a member in good standing of the Association, for a minimum of fifteen (15) consecutive years.
3. has requested in writing and been recommended for election to Life Membership by the Executive Committee.
4. has been approved by majority vote of the Board of Directors. Life members may pay reduced dues or special assessments and shall be entitled to voting privileges and may hold elected or appointed office.

c. **Member-in-Training:**

1. must be undergraduates, graduate students, or those who received a doctoral degree within the past two years in psychology or closely related fields.
2. have voting privileges. The only office to which a Member in Training may be elected is Member-at-Large. They may serve in appointed positions and on committees.

d. **Allied Professional Member:**

Allied Professional Members are individuals who are engaged in mental health practice in fields other than psychology and meet the following criteria:

1. Must be licensed to practice in New Mexico by one of the following boards:
 - a. Counseling and Therapy Practice Board in a profession requiring at least a master’s degree, or
 - b. Board of Social Work Examiners, or
 - c. Board of Nursing as a certified nurse practitioner or clinical nurse specialist, or
 - d. Medical Board as a physician or physician’s assistant, or
 - e. Board of Osteopathic Medical Examiner as an osteopathic physician or physician assistant.
2. are engaged in mental health treatment as a specialty or significant part of their practice;
3. do not have voting privileges.
4. May serve on committees and in appointed positions
5. Present themselves to the public as “allied professional member of the New Mexico Psychological Association.”

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e. Early Career Member:

1. must be licensed as psychologists by the New Mexico Board of Psychologist Examiners
2. are eligible for this membership category for a period of seven (7) years following the year in which licensure as a psychologist was granted.
3. are eligible for a reduced dues structure as approved by the Board of Directors.
4. have voting privileges and may serve in any elected or appointed office.

Section 2. Membership Application. Prospective members shall apply for membership via the NMPA website. They also may request an application which shall be completed and returned to the Association. These applications shall be referred to the Executive Committee. The New Mexico Board of Psychologists Examiners website will be consulted to determine if there are any outstanding ethics complaints. Approval of membership shall require a majority vote of the Executive Committee. If the application does not receive majority approval, it will be held until the next meeting of the Board of Directors and may be accepted by an affirmative vote by a majority of those Directors in attendance.

Section 3. Membership Category Change. When a person attains the qualifications required for a different class of membership (other than Life Member) that person will be moved to the appropriate membership category by the Executive Director prior to the beginning of the next fiscal year.

Section 4. Membership Termination.

- a. Members may resign by sending a letter to the President who will notify the NMPA office.
- b. If a member is delinquent in dues more than sixty (60) days after the start of the fiscal year, the member shall be dropped from the membership roll.
- c. Revocation of a license to practice psychology or another mental health profession by a state licensing board shall result in immediate termination of membership. Other disciplinary action by a licensing board such as suspension or restriction of a license may result in termination by vote of the Board of Directors. In such cases, the Ethics Committee shall determine the basis for the licensing board's action and shall advise the Board of Directors of its findings.

Article IV – Dues and Assessments

Section 1. Dues. Association dues shall be determined by the Board of Directors.

Section 2. Assessment of Dues. The Executive Director will ensure a notice of dues payment is sent to all members between thirty (30) and sixty (60) days prior to the end of the fiscal year.

Section 3. Delinquent Dues. Dues for the Association's fiscal year shall be paid prior to the first day of the fiscal year. Any member with unpaid dues thirty (30) days after the beginning of the fiscal year shall be considered delinquent. The Executive Director will ensure that delinquent members receive a reminder notice. Failure to pay delinquent dues within sixty (60) days after the end of the fiscal year shall be considered as equivalent to resignation from the Association as stated in Article III, Section 4.b.

Section 4. Partial Dues Payment and Dues Adjustment. New full or allied professional members accepted on or after July 1 are eligible to pay one half (½) of that year's membership dues. Dues adjustments may be considered and approved by the Executive Committee on a case-by-case basis.

Section 5. Fiscal Year. The Association's fiscal year is January 1 to December 31.

Article V – Elective Officials and Duties

Section 1. Officers. The officers of the Association shall be: President, President-Elect, Immediate Past-President, Secretary and Treasurer.

Section 2. Other Elected Officials. The Association also shall elect:

1. three (3) Members-at-Large (one of whom may include an allied professional member and a member in training if possible);

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2. four (4) members of the Ethics Committee;
3. one (1) at large early career member.

Section 3. Terms of Office. Each officer shall serve terms as noted in this section. Each officer shall hold office until a successor is duly elected or appointed.

1. Officers.
 - a. President. One fiscal year, after which the President shall serve a one fiscal year term as Past President.
 - b. President-Elect. One fiscal year, after which the President-Elect shall serve one fiscal year as President.
 - c. Past President. One fiscal year.
 - d. Secretary. Two fiscal years. Eligible to be elected to serve up to three (3) consecutive terms. (Staggered term with Treasurer)
 - e. Treasurer. Two fiscal years. Eligible to be elected to serve up to three (3) consecutive terms. (Staggered term with Secretary).
2. Other Elected Officials.
 - a. Members at Large. Two fiscal years (on a two member/one-member staggered election cycle). Eligible to be elected to serve up to three (3) consecutive terms.
 - b. Ethics Committee. Two fiscal years. Eligible to be elected to serve up to three (3) consecutive terms.
3. Appointed Officials.
 - a. Coordinators of State Advocacy (COSA). Unlimited term. Once appointed, a COSA may serve until replaced.
 - b. Two-year term for other officials appointed to their position by the NMPA Board or President. Eligible to serve unlimited terms.

Section 4. Vacancies. In the event of a vacancy in any elected or appointed office, the Board of Directors shall select an eligible member to serve the remaining term of the vacant position.

Section 5. Duties of President. The President shall serve as the general presiding officer of the Association and Chair of the Board of Directors and Executive Committee. The President shall perform such other duties as are incident to the office or as properly may be required by the Board of Directors of the Association. The President may exercise the option of appointing a member-at-Large to the Executive Committee as a non-voting member for one year. The member at large role does not extend beyond the executive committee.

Section 6. Duties of President-Elect. The President-Elect shall succeed the President in office and perform such duties as are delegated by the President or the Board of Directors. The President-Elect shall be responsible for seeing that appropriate changes to the bylaws shall be presented to the membership and shall assume the duties of the President when the President is absent or incapacitated. The President-Elect is charged with organizing the fall conference during their term in office.

Section 7. Duties of Secretary. The Secretary shall be responsible for seeing that a record of all official meetings is kept. The Secretary shall assure that correspondence is conducted, and the Association's archives are maintained and shall perform such other duties as may be required by the President or the Board of Directors.

Section 8. Duties of Treasurer. The Treasurer shall oversee funds and property owned by the Association assuring that a full and complete record of all monies received and paid out is maintained and that an annual report for the Association to the State Corporation Commission is filed as required by law. A continuous record of the paid-up status of members will be kept and verification of eligibility of voters prepared for business meetings, elections, and votes. The Treasurer shall serve as Chair of the Finance Committee and shall perform such other duties as may be required by the President or the Board of Directors.

Section 9. Duties of Members-at-Large. Members-at-Large shall serve as members of the Board of Directors and perform such other duties as may be required by the President or the Board of Directors.

Section 10. Duties of the Past-President. The Past-President shall serve as a member of the Board of Directors, the executive committee, be a member of the Ethics Committee, and any other duties assigned by the President or the Board of Directors.

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Section 11. Duties of the American Psychological Association (APA) Council Representative. The APA Council Representative will provide representation for the New Mexico Psychological Association (NMPA), directly and (if necessary) in conjunction with coalitions with other state, provincial and territorial associations, to the APA. The APA Council Representative will attend one or two designated APA meetings per year, carrying the concerns and requests of the NMPA members and Board of Directors and returning with reports of APA positions and actions. The NMPA Board of Directors will submit a name to APA for placement on the ballot for the election.

Article VI – Board of Directors and Executive Committee

Section 1. Members of Board of Directors. The Board shall be composed of the following:

1. President
2. President-Elect
3. Immediate Past President
4. Secretary
5. Treasurer
6. Member at Large (#1)
7. Member at Large (#2)
8. Member at Large (#3)
9. Early Career Member-at-Large
10. Liaison to prescribing psychology association
11. Liaison to school psychology association
12. Chair of Nominations Committee
13. Chair of Legislative Committee
14. Chair of Ethics Committee
15. Chair of Continuing Education Program Review Committee
16. Chair of Diversity and Social Responsibilities Committee
17. Chair of Graduate Student Committee
18. Chair of Educational Forums Committee
19. Chair of Early Career Psychologist Committee
20. APA Council Representative
21. APA Federal Advocacy Coordinator
22. APA Public Education Coordinator
23. NMPA Liaison to the Board of Psychologist Examiners

All of the above listed persons shall be considered voting members of the Board. However, no person shall have more than one (1) vote, regardless of the number of positions held.

Section 2. Meetings. Regular meetings of the Board shall be held at least quarterly at times and places to be specified by the Board and/or call of the President. Special meetings of the Board may be held at any time upon the call of the President.

Section 3. Quorum. Fifty-One percent (51%) of the board shall constitute a quorum. Vacant positions shall not be counted for purposes of constituting a quorum.

Section 4. Attendance. All elected and appointed Board members agree to attend at least fifty percent (50%) of Board meetings. Board members should consult with the President if unable to meet this commitment.

Section 5. Mail or Electronic Votes. The President may call for a mail or electronic vote of the Board with a minimum of seven (7) days' notice to return the ballot by a specified date. A majority of the total votes cast by the Board shall decide the question in a mail or electronic vote.

Section 6. Duties. The Board shall be the administrative agent for the Association and exercise general supervision over Association affairs. The Board shall have the authority to take such action as deemed necessary for conducting Association affairs, with the exceptions that no action shall be taken which is contrary to an action taken by the members at a general membership business meeting, through a general membership vote, or which is inconsistent with these Bylaws. The Board is

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responsible for reviewing the Association budget and shall serve as the fiscal managers of the Association. The Board may appoint special committees and representatives as needed. Nothing in this section shall be construed as empowering the Board to amend the Bylaws.

Section 7. Executive Committee. The Executive Committee shall be composed of the President, President-elect, immediate Past-President, Secretary, Treasurer, and the Executive Director as a non-voting member. The Executive Committee shall be responsible for meeting as needed between Board of Director meetings to conduct Association business and may take any required action which does not override a previous Board vote.

Section 8. Conflict of Interest. All Board members shall sign the NMPA conflict of interest policy annually. Members of the State Board of Psychologist Examiners shall not hold elected or appointed positions in the Association during their terms on the State Board of Psychologist Examiners.

Section 9. Official Statements. Any official statements regarding the Association shall be approved by the Executive Committee before release. In cases of emergency, however, the President may release such statements without approval. Such statements shall be consistent with the policies of the association as approved by the Board

Section 10. State Board of Psychologist Examiners Appointments. The NMPA Board shall prepare a list of nominees for appointment to the State Board of Psychologist Examiners and submit this list to the Governor. Each nominee must be recommended by a majority vote of the Board.

Section 11. Legal Counsel. The Board may engage legal counsel to represent the Association when necessary.

Section 12. Legislative Consultants. The Board may engage a Legislative Consultant.

Section 13. Executive Director. The Board may engage an Executive Director on a contract or salary basis and may specify job duties as necessary to assist the Board and carry out the affairs of the Association.

Article VII – Standing and Ad Hoc Committees

Section 1. Standing Committees and Representatives. All Committees and appointed roles fall under the authority of the Board of Directors.

- a. **Ethics Committee.** The immediate Past-President shall serve as a member of the Committee and shall call the first meeting of the year to elect a chair and conduct committee business. Additional members of the Ethics Committee shall be elected during the yearly election as specified in Article IX. The Chair of the Committee shall be elected annually by Committee members. The Committee will educate Association members on ethical problems and relevant ethical principles, ambiguous ethical situations, conflicts of ethical principles and ethical-legal-clinical conflicts. The Committee shall encourage and develop seminars and forums on ethical issues as well as regularly publish relevant articles in the Association newsletter.
- The Ethics Committee shall:
1. Develop and maintain Rules and Procedures of the Ethics Committee which shall be approved by two-thirds (2/3) vote of the Board of Directors. These Rules will reflect the educational charter of the Committee.
 2. Review complaints from members and non-members against members in accordance with the Rules and Procedures of the Ethics Committee. The results of a review will be used solely to guide educational and consulting activities for the member against whom the complaint was lodged.
 3. Develop educational activities for the membership at large. These activities will address the needs and concerns of psychologists in New Mexico as determined by the types and variety of complaints filed with the Committee.
- b. **Nominations Committee.** The Nominations Committee chair will submit committee members to be approved by the Board of Directors during the second Board meeting of the year. The Committee shall be responsible for selecting and obtaining the consent of nominees for the elective and appointed offices to be filled. The Committee shall submit the list of nominees to the Treasurer and Executive Director for verification of eligibility at least thirty (30) days prior to the election date and shall follow the procedures in Article IX. The Committee shall present a slate of officers to the Executive Committee for approval.

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c. **Legislative Committee.** The committee shall be responsible for the legislative interests of the Association. They shall remain informed regarding current, proposed, and pending legislation locally, nationally, and in other states which is related to the Association's interests. They shall make recommendations concerning legislation and legislative action which is deemed pertinent to the interests of the Association. They shall maintain a liaison with the American Psychological Association (APA) and apprise the Board of these activities. The Federal Advocacy Coordinator and Coordinator(s) of State Advocacy (COSA) shall be liaisons to this Committee.

d. **Diversity and Social Responsibilities Committee.** The committee is responsible for diversity concerns within psychology, social and community problems, and deficiencies in community or statewide services. The committee may actively pursue the recruitment of diverse students into the field of psychology, and the recruitment of diverse psychologists into New Mexico and NMPA. The APA Diversity Delegate shall be a member of this committee.

e. **Educational Forums Committee.** The Committee shall be responsible for establishing, developing, coordinating, and presenting professional continuing education programs for psychologists in New Mexico

f. **Colleague Assistance Committee.** The committee shall address three areas of service to membership: a peer consultation network, peer support, and assistance to impaired psychologists. They shall also coordinate with the Ethics Committee to provide services.

g. **Public Education Committee:** The committee shall be responsible for conducting public education and public relations programs concerning the field of psychology as a science and profession, the activities of the Association, and the professional status of its members. The APA Public Education Coordinator will be a member of this committee.

h. **Continuing Education Program Review Committee.** The Committee will work under guidelines provided by the Board of Psychologist Examiners. They will evaluate requests for continuing education units for various presentations. The President will appoint the chair of this committee with the approval of the Board of Directors and the Executive Committee shall serve as members. Additional members may be appointed to the committee with the approval of the Executive Committee.

i. **Prescription Privileges Committee.** The Committee shall assess issues that may arise with regard to the statutory provisions and regulations governing psychologists' prescriptive authority. The Committee will report to the Executive Committee with such regularity as determined by the Committee.

j. **Disaster Response Committee.** The Committee shall be responsible for providing appropriate avenues of communication among members interested in responding to disasters. They may establish liaisons with other community agencies involved in disaster response to expand participation of members in those activities. They may expand opportunities for training in disaster response for members. The APA Disaster Response Network Coordinator shall be a member of this committee.

k. **Graduate Student Committee.** The Committee shall be responsible for supporting Members-in-Training, including psychology undergraduate and graduate students, pre- and post-doctoral interns, and fellows. Membership of the committee will include a Chair (preferably an Early Career Psychologist), , Member-in-Training representatives from each APA-accredited graduate school in New Mexico, the APAGS State Representative, and other interested NMPA members.

l. **Early Career Psychologist Committee.** The Committee shall be responsible for supporting Early Career Psychologists, defined by NMPA as psychologists who have received their doctoral degree within the past seven (7) years. Membership of the committee will include the Early Career Member-at-large. It may also include other NMPA members interested in supporting issues relevant to early career psychologists.

Section 2. Ad Hoc Committees. Ad Hoc Committees may be necessary to carry out the purposes of the Association. Such committees may be appointed by the President at any time with the approval of the Board of Directors. The duties and responsibilities of these committees shall be described at the time a committee is formed.

Section 3. Responsibilities of Chairs of Standing and Ad Hoc Committees. The Chairs of Committees shall attend at least two (2) Board of Directors meetings each year to report on the activities of their committees. If no member of the committee is

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able to attend, they should consult with the President about making a written report. When no reports of activity have been made for a year the committee may be considered inactive and the Exec Committee may appoint a new committee chair.

Section 4. Appointment of Committee Chairs. Unless otherwise stated in these Bylaws, the Chairs of all committees shall be appointed by the Executive Committee. The terms of all such appointed Chairs will expire at the end of the fiscal year. Chairs may be reappointed for an unlimited number of terms.

Article VIII – Divisions and Chapters

Section 1. Organization of Divisions and Chapters. Divisions may be organized to represent specified scientific and professional interests within the Association. Chapters may be organized to represent specified geographical areas of the State. A Division or Chapter shall be established whenever ten (10) or more members of the Association petition for establishment and the Board of Directors approves. A two-thirds (2/3) vote of those present at any Board of Directors meeting is required for the establishment of a new Division or Chapter. The Board of Directors may create such Divisions or Chapters provided that:

- a. Proposed objectives fall within the scope of those specified in Article II.
- b. Establishment of the division or chapter is not inimical to the welfare of any other existing Division(s) or Chapter(s).

Section 2. Membership. Any member of the Association may apply for membership in such Divisions or Chapters under the rules of eligibility and election established by the Division or Chapter.

Section 3. Officers. A Division or Chapter shall have a Chair, Secretary, and such other officers as it may desire. Qualifications and method of election shall be determined by the Division or Chapter, except that the Chair must be a licensed psychologist.

Section 4. Powers and Responsibilities. A Division or Chapter shall remain autonomous in all matters within its field which are not reserved by the Bylaws to the Association or the Board of Directors. The Division or Chapter shall determine which of its membership shall have the right to vote in Division or Chapter matters. Each Division or Chapter shall establish and maintain its own rules of procedure to the extent that they do not conflict with the Bylaws of the Association. Each Division or Chapter is required to submit a written annual report to the Board of Directors.

Section 5. Dissolution of Division or Chapter. A Division or Chapter shall be dissolved by the Board of Directors when either of the following occurs:

- a. The number of Association members within the Division or Chapter falls below five (5).
- b. The Division or Chapter votes to recommend dissolution.
- c. Good and sufficient reason is determined by a two-thirds (2/3) vote of those present at a meeting of the Board, provided that the reason for dissolution has been stated in writing to the membership of the Division or Chapter and the Division or Chapter membership has been given full opportunity to state reasons for the Division's or Chapter's continued existence.

Article IX – Elections

Section 1. Time of Elections. Elections shall be held annually on a date determined by the Board not less than thirty (30) days nor more than ninety (90) days immediately prior to the end of the Association's fiscal year

Section 2. Form of Election. Elections may be by mail ballot, electronic, or in person at the designated annual business meeting according to the decision of the Board of Directors. Ballots postmarked after midnight on the official election date shall be null and void. If the election is held at the designated annual business meeting, the Treasurer shall be responsible for seeing that members are verified as eligible to vote.

Section 3. Procedure. The Nominations Committee, having verified the eligibility of nominees as stated in Article VII, Section 2., shall be responsible for preparing a slate of officers. The ballots of the list of nominees shall be mailed or e-mailed to the list of voters officially verified by the Treasurer or designee at least fourteen (14) days prior to the election date. The Nominations Committee shall count the ballots and provide the President and Secretary with an official list of those elected within one (1) week of the election date. Election shall be determined by a majority of votes cast by the date specified regardless of the voting method utilized for the election.

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Section 4. Assumption of Office. New officers and other elective officials will assume office on the first day of the Association's fiscal year.

Article X - NMPA Membership in Coalitions or Groups

No council, focus area, or member of the organization shall commit NMPA to membership in a coalition or other organizational group without prior approval by the Board..

Article XI –Political Action Committee

From time to time the Board of Directors may determine it is in the best interests of the organization to establish or dissolve a Political Action Committee which will be called the NMPA PAC.

Section 1. Appointment of Trustees. The NMPA PAC shall have three (3) Trustees. One (1) Trustee shall be the Immediate Past President. Two (2) Trustees shall be appointed by the Board of Directors on recommendation of the Executive Committee for a two (2) year term and may succeed themselves. Trustees may be selected from any class of membership and may hold any other position in the organization.

Section 2. Responsibilities of Trustees. The Trustees shall be responsible for ensuring that the NMPA PAC Complies with all state and federal laws governing its activities, including keeping appropriate records regarding the receipt and disbursement of all funds. A report on the receipt and disbursement of funds shall be made to the Executive Director at the end of each month. A report on the activities of the NMPA PAC shall be made to the Executive Committee meeting immediately preceding a Board of Directors meeting.

Section 3. Rules and Procedures of the NMPA PAC. The Trustees shall develop and maintain Rules and Procedures of the NMPA PAC which shall be approved by two-thirds (2/3) vote of the Board of Directors.

Section 4. Administrative Assistant. The Executive Director may provide administrative assistance to the NMPA PAC when needed.

Article XII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association when applicable and when not inconsistent with these Bylaws or any special rules of order the Association may adopt.

Article XIII – Amendment of Bylaws

Section 1. Proposal of Amendments. Any member may propose an amendment to the Bylaws by first submitting the proposed amendment in writing to the Executive Committee. After review and recommendation by the Executive Committee, the Board by majority vote may initiate amendment procedures specified in this Article. A petition signed by twenty-five percent (25%) of the voting membership or a majority vote at an official business meeting also may initiate amendment procedures.

Section 2. Prior Notice. A copy of each proposed amendment shall be made available to every member at least fourteen (14) days prior to voting date deadline.

Section 3. Vote. The Bylaws may be amended by a two-thirds (2/3) majority vote of the members voting on the amendment regardless of the voting method.

Section 4. Effective Date. Each amendment approved by the Association shall become effective immediately, unless otherwise stated in the vote on the amendment.

Article XIV - Electronic Participation.

The Association may use electronic means to conduct its business.

Section 1. Meeting attendance. When available, teleconferencing or video conferencing may be used to attend and vote at any committee meeting, Executive Committee or Board meeting.

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Section 2. Voting. Any vote which may be taken by mail may also be taken by electronic means when the Executive Director determines that all eligible voters have access or assures that mail ballots will be sent to members without electronic access. Committees and the Board of Directors may conduct business and vote by electronic means when the chair of the Committee or Board determines that all members of the committee or Board have access.

Notes:

1. This version of the NMPA bylaws was approved by member vote in October 2016.
2. Graduate and ECP Committees approved by member vote in October 2018 (Article VII, Section 1, k and l)
3. 2019 Revision approved in Dec. 2019.